



# **Hanford Mission Integration Solutions**

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## **Statement of Work For General Materials or Services**

**Title: ESF#12 Emergency Responder / CIRT Member (As Needed)**

**Date: 11/17/2021**

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## 1 INTRODUCTION / BACKGROUND

The Department of Energy, Richland Operations Office, (DOE-RL) manages the Hanford Site working toward protecting the workers, public, and environment by further reducing risk, as well as providing the necessary infrastructure for continued safe and effective cleanup operations, access and use. This is accomplished by work performed by contractors and subcontractors, to ensure the safety of Hanford cleanup.

As a Prime Contractor to the United States (U.S.) Department of Energy (DOE), Hanford Mission Integration Solutions (HMIS) is responsible for providing direct support to the DOE-RL and its contractors with cost effective infrastructure and site services integral and necessary to accomplish the Hanford Site environmental cleanup mission.

HMIS, in support of its prime contract with the U.S. DOE, and HAMMER Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. DOE federal training facility specializing in hands-on training for the Hanford Site.

Through Homeland Security Presidential Directives (HSPD) 5, 7, and 8, the U.S. DOE is tasked with the responsibility of protecting the U.S. energy infrastructure. After 9/11, the National Response Framework (NRF) was written for the purpose of establishing a comprehensive, national, and all-hazards approach to domestic incident response as directed by HSPD 5. This Presidential Directive addresses management of domestic incidents. Since the authoring of this document, our nation has faced an unprecedented series of disasters and emergencies, and as a result our national response structures have evolved and improved to meet these threats.

DOE is the lead agency for directing Emergency Support Function #12 (ESF#12) and is responsible for the preparedness, readiness, response, and restoration of the energy infrastructure up to and following an incident of national significance.

The DOE Office of Cybersecurity, Energy Security, and Emergency Response (CR) has the responsibility within the department to manage and implement this preparedness effort. HAMMER is contracted through a Work-for-Others agreement to support DOE-CR and its efforts to maintain preparedness and response for the ESF#12 mission. One of the programmatic elements that HAMMER assists DOE-CR with is staffing the ESF#12 team and the regional coordinator positions when requested.

### 1.1 OBJECTIVE

HAMMER supports the training and deployment of qualified teams of ESF#12 emergency responders, some of whom are designated as Catastrophic Incident Response Team (CIRT) members. Members of

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these teams come from many of the DOE field offices to include subcontractors with the appropriate technical skills and experience.

The ESF#12 responders act as energy experts, facilitating the resolution of power issues to ensure quick restoration of vital energy systems during a Federal Emergency Management Agency (FEMA) activated event. In addition, a key aspect of this program is the ability to interface with Federal Emergency Management Agency (FEMA) and other federal agencies supporting response efforts.

CIRT members are specialized ESF#12 emergency responders. CIRT members typically deploy to support a FEMA Incident Management Assistance Team (IMAT), performing an initial damage assessment, and providing DOE with data and analysis on the damage and the ability of the local entities to manage the restoration of their infrastructure. Event activities will be directed via the Emergency Response Organization Director and communicated via the HAMMER Deployment Coordinator to the CIRT responder.

ESF#12 CIRT team members are expected to participate in training and deployments in their assigned region and nationally and must maintain readiness to respond to any energy event, often requiring travel on short notice to any US state or territory.

HAMMER has a need for an experienced ESF#12 Emergency Responder with CIRT qualifications. HMIS HAMMER requires the services of an experienced Subcontractor to provide ESF#12 Emergency Responder/CIRT Member support as needed. The ESF#12 Emergency Responder and CIRT team member needs to be “on-call” in support of this work scope.

### 1.2 DESCRIPTION OF WORK – GENERAL

The Subcontractor shall provide a technically qualified individual who works as a part of a team under the direct oversight of HMIS/HAMMER. The Subcontractor resources shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the Subcontractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by HMIS/HAMMER.

The Subcontractor shall make sure the resource supporting this scope has a smart phone with an adequate data plan to accommodate unlimited talk and texting capabilities, to include adding an international plan if needed during island deployments. The phone needs to be able to transmit and receive email messages, access the internet, take and transmit geo-tagged photos and videos, and have the ability to download important apps like weather, maps, etc. The Subcontractor shall make sure the resource supporting this scope has a US Passport, for use while in transit to US territories outside the continental United States.



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Unless otherwise approved, the Subcontractor shall work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

### **1.3 DESCRIPTION OF WORK – SPECIFIC**

The work products and services to be provided, including any specific HMIS standards and requirements, required for the successful completion of this work activity include:

The Subcontractor shall support the activation of ESF#12 energy response and CIRT activities by responding when available. Tasks and work scope associated with supporting the DOE-CR mission as an ESF#12 response team and CIRT member is not limited to, but may include the following tasks:

- Respond to activations of ESF#12 events to include being postured to support island response as requested. Activation costs are reimbursed by FEMA, and include labor, travel, lodging, and per diem to ensure timely response to an energy related emergency.
- Participate in training as a member of the ESF#12 Energy Response and CIRT Team. The training program will include specific activities for initial training, annual refresher training, and other programs as needed for personnel assigned to support activities.
- Respond to energy emergencies as a member of the ESF#12 Energy Response and CIRT with resources required for deployment to support DOE-CR response to FEMA ESF#12 activations.

The Subcontractor shall coordinate any trip itineraries and/or agendas with the HAMMER individual identified by the Buyer's Technical Representative (BTR) or his delegate.

The Subcontractor shall coordinate and confirm work schedules, tasks, and training with HAMMER individual identified by the BTR or his delegate.

HAMMER is not responsible for delays or cancellations beyond our control including Site, State, or National emergencies or military deployments. Every effort will be made to inform the Subcontractor of any changes as soon as possible.

## **2 DELIVERABLES/SUBMITTALS**

### **2.1 Deliverables**

Will deliverables be required to be furnished by the Subcontractor: Yes.

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Provide a written trip report for response deployments to the HAMMER Program Manager and the BTR via email within 7 calendar days after return from each trip. The written trip report shall cover the following topics, as a minimum: Start/End Dates, Summary of Activities, and Key Personnel contacted.

### **2.2 Submittals**

Submittals are not required under this statement of work.

## **3 PLACE OF PERFORMANCE**

Primary work locations will not be on the Hanford Site. The assigned Subcontractor shall go to various offsite locations as needed to support the role as an ESF#12 and/or CIRT Responder. This work scope shall be completed at whatever location(s) to which the Subcontractor is deployed by DOE-CR. There may be occasional meetings held at HAMMER.

### **3.1 Onsite Work Location/Potential Access Requirements**

The primary work location under this subcontract shall not be on the Hanford Site. The assigned Subcontractor shall go to various offsite locations as needed to support the role as an ESF#12 and/or CIRT Responder. This work scope shall be completed at whatever location(s) to which the Subcontractor is deployed by DOE-CR. There may be occasional meetings held at HAMMER. After subcontract award, the Subcontractor shall need to establish an HLAN account and an @rl.gov email address.

### **3.2 Site Access And Work Hours**

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday. However, due to the nature of the work scope that this statement of work covers, non-standard hours of support may be required to provide the necessary emergency responder/CIRT support. Directions for site access and work hours shall be event dependent. It shall be driven by the FEMA and/or DOE response location.

### **3.3 Badging**

For any onsite work, see On-Site Services Special Provisions for details. The Subcontractor shall wear a Buyer issued security badge identifying themselves. The Buyer requests that the Subcontractor personnel supporting the ESF#12 Emergency Response/CIRT support must obtain and maintain a DOE HSPD-12 badge.

Subcontractor employees shall be required to submit to vehicle searches and not personally carry or transport certain prohibited articles when accessing the Hanford site.

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## 4 REQUIREMENTS

The requirements listed below are to identify specific standards the Subcontractor and Subcontractor personnel will be obligated to work to in support of this statement of work.

### 4.1 Engineering Requirements

Engineering requirements applicable: No

### 4.2 Environmental, Safety, and Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [HMIS-PRO-SP-11058](#) for any of the following situations:

- For any Subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any Subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any Subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.



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If any of the above conditions are met, the Subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <https://hmis.hanford.gov/page.cfm/SubcontractorForms>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: No.

### **4.3 Quality Assurance Requirements**

The work activities for this Statement of work have been designated as a G – Quality Level 0 – General Service (GS).

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

## **5 ACCEPTANCE CRITERIA**

Provide quality services as described in this statement of work. Participate in ESF#12 related training as required by DOE-HQ, to include annual refresher training. Provide the ESF#12 Emergency Responder/CIRT Support as described in the deployment and demobilization orders provided by the HAMMER Program Manager or his delegate. Provide a written report after each deployment as described in Section 2.1 of this statement of work.

## **6 CONFIGURATION MANAGEMENT**

### **6.1 Configuration Management Requirements**

There are no specific Configuration Management requirements applicable to this SOW.

### **6.2 Applicable Standards**

There are no specific applicable standards identified for this SOW.

### **6.3 Verification/Hold Points**

Not applicable.

## **7 QUALIFICATIONS**

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The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW. The Subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their work at the Hanford site. Additionally, the Subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

In order to determine the Subcontractor qualified to perform the scope of work as outlined, the Subcontractor must have the following qualifications:

### **Required Qualifications:**

- Minimum of ten years performing similar duties as described in this statement of work
- Extensive knowledge of the energy sector and the ability to conduct damage assessment of energy sector (i.e., power grid) components

### **Desired Qualifications:**

- Knowledge of the National Response Framework and the agencies that interact with the Department of Energy during an energy emergency such as the Federal Emergency Management Agency
- Training on the National Incident Management System (NIMS) and the Federal Emergency Management Agency (FEMA) Independent Study Program on:
  - IS – 100: Intro to Incident Command System
  - IS – 200: Basic Incident Command System for Initial Response
  - IS – 700: An Introduction to the National Incident Management System
  - IS – 800: National Response Framework, An Introduction
- Proficient knowledge of the energy sector and the interdependencies within the different energy sectors.
- Must have the ability to perform energy infrastructure damage assessments and report on the findings.
- Must have the ability to maintain National Incident Management Team training compliance.
- Establish relationships with the Department of Energy's Cybersecurity, Energy Security, and Emergency Response (CR) and its leadership.
- Experience responding to events of national significance related to the energy sector.
- Must be a flexible self-starter with the ability to work relatively unsupervised while keeping HAMMER management and DOE-CR informed of status and communications.

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- Subcontractor personnel must be a team player and able to work with DOE management, FEMA, and other federal, state, local agencies, and industry personnel to meet deadlines.
- Experience in preparing written and oral communications to a variety of audiences. Subcontractor personnel will assist in the preparation of responses to requests received from other organizations.

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

### **8 SPECIAL REQUIREMENTS**

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, (i.e., all areas within the HAMMER perimeter fence).

#### **8.1 Training**

The Subcontractor shall participate in annual ESF#12 and CIRT Refresher training and FEMA training as required. This training is required in order to perform the scope described in this statement of work. This shall be coordinated through the HAMMER individual identified by the BTR.

Currently, due to the COVID-19 pandemic and associated restrictions, training is conducted in a virtual format. When those restrictions are lifted, training may return to in-person training.

#### **8.2 Use of Government Vehicles**

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally so modified by the parties and the employee(s) will present a valid driver's license to the BTR for review.

#### **8.3 Government Property**

Government Property is not anticipated to be furnished to or acquired by Subcontractor under this SOW.

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### 8.4 Hanford System Access Requirements

Not applicable.

### 8.5 Electrical Components

Not applicable.

### 8.6 Section 508 of Rehabilitation Act Applicability

Not applicable.

## 9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS

The scope of work will not require access authorization (security clearance).

## 10 MEETINGS

### 10.1 Meetings

After subcontract award, the Subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at HMIS Site. The time, date, and agenda for the meeting will be provided to the Subcontractor by HMIS.

The Subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the Subcontractor to attend all meetings shall have all required authority to make decisions and commit Subcontractor to technical decisions made during meetings.

- KICKOFF MEETING - Before start of the Work, HMIS will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and HMIS. Invited attendees will include HMIS, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR) or HAMMER individual identified by the BTR.

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## 11 INTERFACE/NOTIFICATIONS

A. A BTR will be designated for the subcontract/subcontract release.

B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the Subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the Subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the Subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

C. The work will be inspected daily/periodically by the BTR.

D. The Subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to Subcontractor-owned property or equipment. The Subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the occurrence.

E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the Subcontractor is to immediately contact the BTR. If, after several attempts, the Subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the Subcontractor is advised to suspend activities, the Subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the Subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.

F. Prior to work in the field, Subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.

## 12 APPENDICES

Not applicable.